

QAR Team Meeting Jan.24, 2011

Next Meeting –Jan 31, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Jim	Rife	TD	
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Updates:

Assurance Council: Progress has been made in the reorganization of the lab. The meetings have essentially become contractor review preparation meetings. Reviewers are appearing to stay focused on the lines of inquiries used. The management system owners were confirmed.

ES&H: N/A

WDRS: OJT program results are being reviewed. WDRS may ask QARs for help in testing.

BSS: N/A

Assessments: Records management assessments start in March. The records management program document is available on the BSS site for review. It is recommended that the QARs review the program document and help their management become aware of it's requirements. If there is no file plan written, a CAP will be written and no assessment done.

The difference between inspection & test and M&TE were discussed. It was emphasized that they are different assessments.

FESS assessment first draft will be ready for review soon. Final report should be issued by the end of the week. See Susan. CD met with department heads & narrowed scope.

Graded Approach: Graded Approach is with the COO for further input. Argonne seems to have an effective system to handle this.

Process Improvement: N/A

Agenda for today: Review standard topics.

NOTES:

Jed reviewed the changes in the OQBP group. Nathan Weed is working at CD as a lab employee, Jeff Cotton has accepted a position elsewhere at URS, and Ed Vokoun is assuming Jeff's responsibilities.

To-do from last meeting: Review the use of tables in the Assessment reporting form.

Some discussion regarding the use of tables in forms was done. It was stated that tables in forms can make the use of forms awkward. No decision was made at this time regarding their use.

Tom Gehrke

Meeting adjourned – duration 70 min